

I have the pleasure of offering **Mrs. Puja Chauhan D/o Hemant Singh Chauhan** position as a **Sales Manager** at Dzone India It solutions ("Dzone India")

1. ROLES AND RESPONSIBILITIES:

You will report to Ravineesh Kumar, Sales Head of Dzone India.

The Company acknowledges the importance of Their Employee and will ensure that you will be:

- treated with respect at all times;
- supported appropriately for the tasks that you are asked to complete; and
- given as much access to learning and development opportunities as possible

By accepting this offer, you agree to:

- behave in a professional manner at all times;
- abide by the company's policies and procedures;
- work hard and diligently throughout the employment period; and
- complete the projects and assignments given to you in a timely and accurate manner

Duties:

- Determines annual unit and gross-profit plans by implementing marketing strategies; and analyzing trends and results.
- Establishes sales objectives by forecasting and developing monthly sales quotas for regions and territories; and projecting expected sales volume and profit for existing and new products.
- Implements national sales programs by developing field sales action plans.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- Completes national sales operational requirements by scheduling and assigning employees; and following up on work results.
- Contributes to team effort by accomplishing related results as needed.

2. WORKING HOURS:

E-COMMERCE - GOOGLE ADWORD-GMVT - WEBSITE-SEO-SMO-ANDROID APP - SOFTWARE

The intern agrees to be available during the assigned business hours from 10:00 am to 07:00 pm (IST) Intern-initiated schedule changes must be discussed and approved in advance by the supervisor.

3. TERM AND NOTICE:

The employment period will commence on 22th March 2021 During the first 10 days, either party may terminate this contract by giving 10 days' notice to the other party. During the remaining period, either party may terminate this contract by giving 25 days' notice to the other party.

4. SALARY:

As an intern, you're entitled to INR 3,84,000 as CTC (Minimum Sales Target=CTC*10) . Any time off during the period will be deducted accordingly. Work hours are not expected to change during the program. In the event that overtime is anticipated, this must be discussed and approved in advance with the manager, just as any overtime scheduling would normally have to be approved.

5. EQUIPMENT:

Employee has to use personal equipment like computer, modem, and any other equipments required for completing the daily tasks. In such cases, intern will be responsible for the maintenance and insurance required for the equipment. The computer, modem, software, and any other equipment or supplies provided by the employer in various situations are provided for use on company assignments. Other household members or anyone else should not use the equipment and software. Company-owned software may not be duplicated except as formally authorized.

6. CONFIDENTIALITY AND NON-COMPETITION:

You shall not during the term of this contract or at any time thereafter (otherwise than in the proper performance of any duties hereunder) without the consent in writing of the company first being obtained, use for your own account or divulge to any person, business or company (and shall at all times use your best endeavours to prevent the disclosure of):

- any information concerning the business, products, know-how, technology, accounts, finances, clients or customers of the company or any related companies or any of their respective shareholders; or any of the secrets, dealings, transactions or affairs of the company, or any of its related companies or any of their respective shareholders and upon termination of this employment agreement you shall forthwith surrender to the company all original and copy documents, samples or other items relating to any matter aforesaid.

By way of illustration but not limitation, confidential information includes inventions, discoveries, developments and improvements, know-how, techniques, designs, processes, formulae and data, plans for research, development, new products, marketing, and selling, information regarding business plans and budgets, unpublished financial statements, licenses, prices and costs, and information concerning suppliers and customers that has not been publicly displayed.

7. INTELLECTUAL PROPERTY:

All intellectual property rights (including copyrights, patents, trademarks, designs and similar industrial, commercial and intellectual property), which you create during the period of your employment with the company, are the property of the company and vest in the company immediately upon their creation. Accordingly, you hereby assign to the company (without the need for further assurance):

- all rights, title and interest in all intellectual property rights (other than copyright); and
- all copyright (including future copyright), in all materials created by you during the period of your employment with the Company.

You must, if requested by the company, do all things and execute all documents necessary to give effect to (a) and (b) above

8. You remains obligated to comply with all of employee's rules, practices, instructions and this agreement. The employee understands that violation of any of the above may result in legal consequences.
9. Please signify your agreement with the foregoing terms and conditions by signing and returning a duplicate copy of this letter.

Yours sincerely,

Ankit Kumar

HR, Dzone India

For and on behalf of Dzone India

I have read and understand this agreement and accept its terms and conditions.

Ankit Kumar
HR
Signed:
Date:

Mrs. Puja Chauhan
Sales Manager
Signed:
Date